

CODFORD VILLAGE HALL MANAGEMENT COMMITTEE MEETING MINUTES
20th February 2023

Trustees present: John McIntosh JM Don Bartlett DB John Curtis JC Alec Thomson AT Jamie Rideout JR Karungi Grant KG	In Attendance: Sarah Palmer SP Mandy Capel MC Trustees of Heytesbury Football Club: Martyn Spratt Tom O'Brien Sam Spratt
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ITEM	ACTION
Introduction. 1. <u>Apologies:</u> None 2. <u>Matters Arising:</u> <ul style="list-style-type: none"> SP will monitor use of Fruit Machine and move if necessary. JM and AT had met with a Police CSO. They intended to use Thursday Café to meet and engage with the community. SP will contact the Police if she feels she needs them to drop in on occasional evenings. JC reported that Laura had spoken very positively about the Hallmaster electronic booking system. JC had a look at it and reported it had a few other helpful elements to it. Cost for its use in the VH is £200 plus VAT. JM has also been in touch with GoDaddy about a package linked to the CVH website, that is only £5 pcm. He will be share details with JC and MC for comparison. Events Day to encourage new users, JR to discuss with MC to agree engagement with Hall users. 3. <u>Previous Minutes:</u> The Minutes from the meeting held on 16th January 2023 were approved. JM thanked AT for recording the minutes.	JM JR/MC
Financial Issues. 4. <u>Matters Arising:</u> <ul style="list-style-type: none"> a. JC had submitted the return payment online and is awaiting payment form for Gift Aiding. b. BT investigation into poor reception is ongoing. JC is hopeful the issue will be sorted before the next Artisan Market in March. c. Measures being taken to recover cash loss, ongoing. d. CVH procedures for handling of cash, has been reviewed by SP and JC and a sound system has been adopted. 5. <u>CVH Accounts</u> (Financial Reports uploaded to Teams). <ul style="list-style-type: none"> a. The Unrestricted Funds are showing a further deficit for January of £2,552 which, in comparison to previous months, is due substantially to Mark Gunter's grounds maintenance invoice of £1,656 that covers the whole of 2022 and now includes a 20% increase in comparison with the previous 	JC JC JC

<p>year (2021) due to becoming VAT registered.</p> <ul style="list-style-type: none"> b. For the year to date, the VH unrestricted funds show a deficit of just over £9000. With a surplus on the restricted funds of £5000 which means overall we are running at £4000 deficit. JC explained this by making a comparison from March 2020 where the main source of income was rentals and activity since has not returned to pre-pandemic levels. c. Other factors that affected the comparison with pre-Covid activity included that in previous years, the PC development grant was not consistently treated as restricted funds, and that pandemic support grants had been received, a bank fraud had been suffered earlier in the current FY, increased energy costs, and the previous year's performing rights costs had now been settled in the current FY. d. The Treasurer's forecast for the future is that many of these issues would now be smoothed out and provision made appropriately during the FY and not just at the end. This will allow the CVHMC to have a much better understanding of the finances throughout the year to inform their management decisions. Overall though, the indications are that the CVH financial position will remain very tight unless costs are minimised and income generation from hirings, and possibly unrestricted grants improve. JM thanked JC for his work in undertaking the analysis. <p>6. <u>CBB Accounts</u></p> <ul style="list-style-type: none"> a. January's trading performance appears poor in comparison to the previous three months, with a profit of just £84. The overall position has now corrected itself. An additional factor for January to bear in mind is that it was a 'five-week month' for payroll costs. JC noted that although December and January opening times were the same, there has been less turnover recorded, by £1000. Which makes the proportion of overheads, primarily wages, high. SP to continue to review that opening hours reflect when the bar is active. b. JC reported a welcome donation of £250 to CVH's operating funds that was received from the Fete committee. JM had thanked them for this. c. JC alerted the Committee of the change in the national living wage due in April. JC to email trustees with a proposal. 	
<p>Trading, Events and Rentals.</p> <ul style="list-style-type: none"> 7. Trustees of Heytesbury Football Club attended to discuss future plans of hire of the football pitch. Both committees were pleased with how they'd cooperated during this season and looked forward to working together to develop the relationship going forward. 8. JR working to recruit a Sub Committee to organise events. JR reported that there was a pool competition planned for the end of March. 9. MC has updated invoices for the Craft Loft. 10. AT looked at the use of a diesel heater in the craft loft and determined it was not compliant with fire safety. 11. MC sought to confirm the charges for the Fete Committee activities. JM had agreed with Crispin that as CVH would be a beneficiary of the fundraising from the fete, no charges is to be made for hiring on that day. As long as the other events the Fete Committee run are on a non-profit basis for the direct benefit of the Codford area community they should be charged at base cost. A £20 charge 	<p style="text-align: center;">JR</p> <p style="text-align: center;">JC/MC</p>

<p>had been agreed for the remaining Winter Warmer sessions. CVHMC to set charges for the Fete Committee's 2023 programme once JC and MC have investigated base cost for day and evening events and made recommendations.</p> <p>12. SP reported a good turn up to the quiz night and rugby 7 nights which made good sales at the bar.</p> <p>13. JM to share a few points with SP for a standard report.</p> <p>14. MC reported payments of £813 which includes the regular hires, £60 from the Fete Committee, the garden club day of £115 and the football.</p> <p>15. MC has generated a diagram with measurements of the VH to be shared with hirers. MC proposed purchasing seat covers and drapes for hire. MC to use the wedding booking in September to work out possibilities.</p> <p>16. Health and Safety is ongoing.</p> <p>17. MC proposed to hire a disco at £150 for Easter and charge £10 per head. Questions were raised as to how viable this proposal was. MC asked to provide the Committee with an outline business plan to demonstrate how future proposals would be profitable. SP suggested combining a kids activity with the Meat draw that's already scheduled for Easter Sunday. MC and SP to consider further.</p> <p>18. Walking rugby in the pipeline.</p> <p>19. MC is also considering craft classes and festivals.</p> <p>20. MC and KG had met with the Coronation Celebrations Committee and reported they plan to have the ceremony on a big screen, have a barn dance that evening. Big lunch on the Sunday with a game of rounders that afternoon. Repair shop, King and Queen procession of the school children and community litter pick. Committee agreed to facilitate and that it will all have to be managed as an event and proposals raised for consideration if charges were not to be raised as normal.</p> <p>21. There is going to be a 'chatter and nutter' table at the Thursday Café and Winter Warmer events. And this is going to be advertised on Wiltshire live.</p>	<p>JM</p> <p>MC</p> <p>SP/MC</p> <p>MC/KG</p>
<p>Building & Estate.</p> <p>22. AT had received instructions on how to change the rates on the Main Hall heater meters, which now have a new rate recording. Still trying to get the mains electric meters digitised by Energy Assets and Southern Electricity.</p> <p>23. AT now has the engineer's code and can reset the alarms when they are triggered. Apps that were installed on smart phones are disabled. Alec to follow up on log in details.</p> <p>24. AT has now acquired new 'no smoking/no vaping' signs. JR is making the signs.</p>	<p>AT</p> <p>JR</p>
<p>Hallmark and Governance.</p> <p>25. JM showed the matrix on the Teams Folder showing actions to complete Hallmark preparations. All requested to work to clear these actions to GREEN by the next meeting. JM to share link with KG to be included in the minutes. When policy drafts were completed for review, the author should email others and ask them to review. Comments could be added to the document if it was opened in Team.</p> <p>26. SP reported that she has completed the exam/training. She is waiting for her DBS.</p> <p>27. SP and JC to move to Bookers online. Ongoing.</p> <p>28. Staff Handbook is ongoing, just needs a final polish.</p> <p>29. JM will reshare info from Sarah Glasby to be incorporated in the staff handbook if DB indicates that he couldn't find it.</p>	<p>All</p> <p>SP/JC</p> <p>DB</p>

Updates & Administration.	
30. <u>Committee Administration.</u>	
- JM reported alert on Teams Classic requiring updating before 1/4/2023. KG to follow up.	KG
- JC reported that since the last meeting, the Annual return to March 2022 and copy of accounts have now been submitted to the Charity Commission.	
- Next Meeting: Thursday 23 rd March 2023. Meeting day was agreed to revert to 3 rd Thursday of the month going forward. KG to send out a meeting invite from Teams with reoccurrence set to every third Thursday.	JG
31. <u>Points from the Codford Parish Council.</u> No Village Plan. DM assured the Committee that the budget for the next FY retained the £6,000 restricted grant and the £1,000 unrestricted grant for the VH.	

K Grant
Secretary